



**COUNTY OF SAN DIEGO**  
**DEPARTMENT OF PLANNING AND LAND USE: Zoning**  
**TENTATIVE PARCEL MAP FOR MINOR SUBDIVISIONS**  
**STAFF CHECK LIST**

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TPM Number \_\_\_\_\_ Accepted for filing \_\_\_\_\_ by \_\_\_\_\_  
Date Name

**MORATORIA:** Check YES, if project is affected by a moratorium. Refer to moratorium book under name of area.

YES NO  
☐ ☐

**ASSOCIATED DOCUMENTS AND REQUIRED INFORMATION**

- ☐ ☐ Discretionary Permit Application Form (DPLU #346). Make sure the applicant has filled out the front and signed the back.
- ☐ ☐ Evidence of Legal Parcel (DPLU #320). (Verify with DPW that the Covenants of Improvements of PM have been released/recorded).
- ☐ ☐ Improvement Certificate on underlying PM. If yes, can subdivision be accepted? ☐ YES ☐ NO  
(Requires DPW concurrence if Improvement Certificate has not been satisfied.)
- ☐ ☐ Deed of current owner.
- ☐ ☐ Two (2) copies of the Preliminary Title Report, not more than six months old.
- ☐ ☐ Disclosure Statement (DPLU #305).
- ☐ ☐ Associated Rezones, Major Use Permits, Variances, Administrative Permits, Boundary Adjustment, Certificate of Compliance being filed concurrently. Case No. \_\_\_\_\_
- ☐ ☐ Fire Letter (DPLU #399F).
- ☐ ☐ School Letters (DPLU #399SC). Letter for each applicable school district.
- ☐ ☐ Sewer Letter (DPLU #399S) or DEH approval memo.
- ☐ ☐ Water Letter (DPLU #399W) or DEH approval memo.
- ☐ ☐ Acknowledgement of Filing Fees and Deposits (DPLU #126).
- ☐ ☐ Two (2) copies of a Stormwater Management Plan.
- ☐ ☐ Five (5) copies of a Preliminary Grading Plan. Place a label titled "Preliminary Grading Plan" on each of the five copies.  
☐ ☐ The preliminary grading plan shall be a separate sheet and cannot be incorporated into the TPM for the project.
- ☐ ☐ Subdivider Certification Regarding Remainder Parcels (DPLU #718).



DPLU-249B (12/10)

## PUBLIC NOTICE PACKAGE

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Assessor's Map(s) properly marked.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Typed list   |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) set of stamped ( <b>only use USPS "Forever" stamps</b> ) and addressed envelopes.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Form (DPLU #277) with a vicinity map.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Certification Forms (DPLU #299) and (DPLU #514).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Condominium conversion requirements, if applicable; signed affidavit, one (1) set of stamped and addressed envelopes and typed list of current tenants by name, address and unit number. |

## ENVIRONMENTAL DOCUMENTS

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Four (4) copies of AEIS (DPLU #367), USGS map with site marked and photographs with directions marked; <b>OR</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Four (4) copies of Environmental Review Update Application (DPLU #366) and one (1) copy of the original AEIS (DPLU#366), USGS map with site marked and photographs with directions marked; <b>OR</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | Urban Minor Subdivision Environmental Review Exemption (DPLU #314), USGS map with site marked and photographs with directions marked, and bright orange exemption request card; <b>OR</b>            |
| <input type="checkbox"/> | <input type="checkbox"/> | Exempt if a condominium conversion; <b>OR</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Handling Form (DPLU #341) completed by DPLU staff planner/analyst.   |

## RESOURCE PROTECTION STUDY (DPLU #374)

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of a Slope Analysis.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of an Encroachment/Open Space Map.<br>a) septic/leach lines; b) feasible grading; c) flood plain; d) proposed lot lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Density calculation, if applicable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Flood Plain Evaluation (DPLU #394).  |

## GROUNDWATER ORDINANCE

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Groundwater Ordinance. (Check YES if applicable.) |
|--------------------------|--------------------------|---|

## MAPS

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Master Parcel Plan, if applicable: Three (3) prints. |
| <input type="checkbox"/> | <input type="checkbox"/> | Legible prints.                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Size of map: should not exceed 36" in width.         |

YES NO  
☐ ☐

Copies: see coversheet of application; (check to be sure that not in a DRB area).

### STATEMENTS ON THE MAP

- ☐ ☐ Name, address, telephone number and signature of all property owners and applicant. Title of signer if corporation, partnership or trust.
- ☐ ☐ Name, address, telephone number and signature of engineer, surveyor or other preparer.

### DISTRICTS

- ☐ ☐ Sewer (or septic).
- ☐ ☐ Water (or wells).
- ☐ ☐ Fire.
- ☐ ☐ All school districts (elementary, junior and senior high).

### DESIGN

- ☐ ☐ Numbering of parcels or condo units.
- ☐ ☐ Dimensions of all property lines (the subdivision and the parcels).
- ☐ ☐ Gross and net area of each parcel.
- ☐ ☐ Easements for other than road purposes, existing or proposed, and width.
- ☐ ☐ Streets: approximate grades, widths, names, radii of curves, cross section, public or private.
- ☐ ☐ Topography shown and extending 100 feet outside property boundaries. Source of topography, including map number.
- ☐ ☐ Water courses, flow directions, storm drains, widths and areas subject to inundation, where appropriate, extending 100 feet outside property boundaries.
- ☐ ☐ Existing buildings, traveled ways and streets on subject property and within 100 feet. Show and label building(s) to remain and to be removed. Show distances between buildings (existing and proposed) and property and easement lines.
- ☐ ☐ Condominium Conversion or New Condominium: All structures, setbacks, walkways, parking, trash areas, and recreation areas.
- ☐ ☐ Circulation Element Road(s).

### ENTERED ON FILE COPY OF MAP

Ownership Verification (OWN): Okay or see Deed(s) ☐

Tax Rate Area (TRA) ☐

Improvement Valuation (IMPS) ☐